

MEDICAL DIRECTOR'S OFFICE,
HEADQUARTERS, DEPARTMENT OF THE GULF,

New Orleans, December 4th, 1863.

CIRCULAR.

The following Schedule of the principal reports and papers required of the Surgeons of Regiments, Divisions, General Hospitals, etc., has been prepared, and is published for the information of the Medical Officers of this Department:

1. FROM REGIMENTAL SURGEONS.

- Morning Report of Sick—To Commanding Officer.
- Weekly Report of Sick and Wounded—Through Chief Medical Officer to Medical Director.
- Monthly Report of Sick and Wounded—Through Medical Director to Surgeon General.
- Monthly Statement of Hospital Fund—One copy to Surgeon General, one to Medical Director.
- Monthly Return of Quartermaster's Property—Duplicates to Quartermaster General.
- Quarterly Report of articles purchased with Hospital Fund, not perishable—To Surgeon General.
- Quarterly Requisitions for Medicines—Through Medical Director to Medical Purveyor.
- Annual Return of Medical and Hospital Property—Duplicates to Surgeon General.
- Rolls for Invalid Corps—See General Orders, Adjutant General's Department Nos. 105, 130, 173, 212, for 1863.
- Reports of Casualties in Battle—Through Chief Medical Officer to Medical Director.
- Reports of Deaths—when they occur—To Medical Director and Commanding Officer.

2. FROM SURGEONS IN CHARGE OF GENERAL HOSPITALS.

- Daily Morning Report—For reference.
- Weekly Report of Hospital—Through Medical Director to Surgeon General.
- ~~Weekly Report of Sick and Wounded—For Medical Director.~~
- ~~Weekly Report of changes in Hospital and Deaths—For Medical Director.~~
- Monthly Report of Sick and Wounded—Through Medical Director to Surgeon General.
- Monthly Statement of Hospital Fund—One copy for Medical Director, one to Surgeon General.
- Monthly Meteorological Register—Permanent Hospitals—To Surgeon General.
- Monthly Post Return—one copy to Adjutant General, one through Medical Director to Headquarters Department.
- Monthly List of Deserters—One copy to Provost Marshal General, one through Medical Director to Surgeon General.
- Monthly Report of Prisoners of War—To Commissary General of Prisoners.
- Semi-monthly Report of Deaths of Prisoners—To Commissary General of Prisoners.

Monthly Report of Sick Officers treated in Hospital--Through Medical Director to Surgeon General.

Monthly Report of Medical Officers and regular Hospital Stewards--For Medical Director.

Monthly Return of Quartermaster's Property--Duplicates to Quartermaster General.

Monthly Report of Ice consumed--Through Medical Director to Surgeon General.

Muster Rolls of Hospital Stewards, Nurses, etc.--Bi-Monthly to Adjutant General.

Quarterly Return of articles purchased with Hospital Fund, not perishable--To Surgeon General.

Quarterly Return of Ordnance Stores--To Chief of Ordnance.

Quarterly Statement of Gunshot Wounds, with Medical Descriptive Lists and cases--To Surgeon General.

Quarterly Requisitions for Medicines--For Medical Purveyor--Through Medical Director

Annual Return of Medical and Hospital Property--Duplicates to Surgeon General.

Inventory of Effects and Final Statements of Deceased Soldiers--One copy to Adjutant General, one to Company Commander.

Rolls for Invalid Corps--See note under Reports of Regimental Surgeons.

Report of transfer of Sick Soldiers to other Hospitals--To the Medical Director.

Lists of Men Returned to Duty--One copy to Medical Director, one to Headquarters Department, and one to Sergeant in charge of the men.

3. POST SURGEONS, DIVISION SURGEONS, ETC.

Forward the various Reports above designated. They are also required to make out and forward to the Medical Director:

Consolidated Monthly Report of Medical Officers.

List of Sick transferred to General Hospitals, with notes of those who have no Descriptive Rolls.

Consolidated Weekly Report of Casualties in Action, etc.

A Monthly Personal Report of Station and Duty is also made by all Staff Medical Officers to the Surgeon General.

R. H. ALEXANDER,

Surgeon United States Army,

Medical Director,

Department of the Gulf.

